



**3.1. Security Police personnel will:**

- Confirm vehicle driver's requirement to enter onto Laughlin AFB.
- Contact the SP Desk Sergeant, who will in turn notify Surface Freight and Munitions Storage personnel of the vehicle's arrival.
- Escort vehicle, if necessary, to either the Hot Cargo Pad or the Munitions Storage Section, Bldg. 950. Refer to 47 FTWI 91-1 for vehicle routing.

**3.2 Surface Freight personnel will:**

- Contact the Surface Freight Element at other AETC bases to determine the feasibility of consolidating shipments to the same ultimate consignee.  
Based on information obtained, request route order from the appropriate Military Traffic Management Command (MTMC) Area Commander.
- Follow instructions received from MTMC without deviation.
- Contact the appropriate commercial carrier to schedule movement of the non-nuclear munitions or explosives.
- Prepare the Government Bill of Laden (GBL) in accordance with applicable directives.
- Ensure the Route Order Release Number is entered in the appropriate block of the GBL.
- Advise Munitions Storage personnel on status of inbound non-nuclear munitions or explosives-laden vehicle(s).
- Inform the commercial transportation company that their vehicles/drivers must arrive on station during normal duty hours, 0700 to 1600, Monday through Friday.
- Inspect the commercial carrier's vehicle and/or equipment using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material) in accordance with AFI 24-201.
- Direct Class "A" & "B" explosive-laden vehicles to the Hot Cargo Pad. Further movement and/or release of the vehicle is at the direction of Surface Freight personnel in collaboration with Munitions Storage personnel.
- Direct empty or Class C laden vehicles to TMO, Bldg. 77. Further movement and/or release of the vehicle is at the direction of Surface Freight personnel.

**NOTE 1:** Class C is the only class of non-nuclear munitions or explosives that can be uploaded at TMO, Bldg. 77. Consideration must be given to the size and weight of the shipment when deciding whether or not to accomplish the task at TMO or proceed to the Munitions Storage Section. Close coordination between Surface Freight and Munitions Storage personnel is essential.

**3.3. Munitions Storage personnel will:**

- Use copy 3 of the CAS-B shipping document to notify the Surface Freight Element of non-nuclear munitions or explosives requiring transportation.
- Operate, to the maximum extent possible, under the two-person concept (buddy system).

- Inspect/Prepare non-nuclear munitions or explosives being received or shipped at Bldg. 905. In no instances will non-nuclear munitions or explosives be prepared for shipment at the Traffic Management Office (TMO), Packing and Crating Element, Bldg. 77.
- Maintain custody of the non-nuclear munitions or explosives until they are uploaded onto transport vehicle.
- Store non-nuclear munitions or explosives, awaiting transportation, in Bldg. 950.
- Upload vehicle.
- Provide escort duty if required.

#### **4. Procedures for Receipts:**

##### **4.1. Security Police personnel will:**

- Confirm vehicle driver's requirement to enter onto Laughlin AFB.
- Follow the procedures outlined in 47 FTW OPLAN 125-37 for Safe Haven Refuge requests.
- Contact the SP Desk Sergeant, who will in turn notify Surface Freight and Munitions Storage personnel of the vehicle's arrival.
- Provide escort duties as required. Refer to 47 FTWI 91-1 for vehicle routing.

##### **4.2. Surface Freight personnel will:**

- Inspect the commercial carrier's vehicle/equipment using DD Form 626 in accordance with AFI 24-201.
- Direct Class "A" & "B" explosive-laden vehicles to Hot Cargo Pad; Class "C" laden vehicles may be directed to TMO, Bldg. 77.
- Accept the GBL and property from the commercial carrier in accordance with applicable directives.

##### **4.3. Munitions Storage personnel will:**

- Operate, to the maximum extent possible, under the two-person concept (buddy system).
- Receipt for non-nuclear munitions or explosives from the Surface Freight personnel.
- If required request vehicular support from 47 LS/LGTC.
- Download vehicle.
- Secure non-nuclear munitions or explosives in Bldg. 950.
- Provide escort duty if required.

##### **4.4. Vehicle Control personnel will:**

- Upon request by Munitions Storage personnel, provide vehicular support for download munitions operations.

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#### **5. Procedures for After-Hour Support:**

##### **5.1. Security Police personnel will:**

- Confirm vehicles driver's requirement to enter onto Laughlin AFB.
- Follow the procedures outlined in 47 FTW OPLAN 125-37 for Safe Haven Refuge request.
- Follow the procedures for delivery of non-nuclear munitions or explosives consigned to FV3099 as outlined in 47 FTWI 91-1 and 47 OPLAN 125-37.
- Notify the SP Desk Sergeant, who will in turn notify the command post of vehicle arrival.
- Provide escort duties as required.

**5.2. Command Post (CP) personnel will:**

- Notify Surface Freight, Munitions Storage, and Explosive Safety personnel of vehicle's arrival.

**NOTE:** In the event that the above personnel can not be contacted, CP personnel will continue to retry every hour until contact is made and personnel respond.

**5.3. Surface Freight personnel will:**

- Inspect the commercial carriers' vehicle/equipment using DD Form 626 in accordance with AFI 24-201.
- Either accept or deliver GBL and property from or to the commercial carrier in accordance with applicable directives.
- In the event CP personnel are unable to contact Munitions Storage personnel, depending upon circumstances either: (1) hold vehicle at TMO, Bldg. 77, (2) revert to Safe Haven Refuge procedures, (3) secure incoming shipment of Class "C" non-nuclear munitions or explosives (not to exceed 25 net explosive weight ) in the Hazardous Storage Area of TMO, Bldg. 77 (not to exceed 24 hours).
- Notify Munitions Storage personnel of any Class "C" non-nuclear munitions or explosives being held at the beginning of next duty day.

**5.4. Munitions Storage personnel will:**

- Operate to the maximum extent possible, under the two-person concept (buddy system).
- Ship/receipt for non-nuclear munitions or explosives.
- If required, request vehicular support from 47 LS/LGTC.
- If required, request light-all support from 47 OG/MASJ.
- Download/upload vehicle.

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- Secure non-nuclear munitions or explosives in Bldg 950.
- Provide escort duty if required.

**5.5. Vehicle Control personnel will:**

- Upon request by Munitions Storage personnel, provide vehicular support for upload/download munitions operations.

**5.6. Maintenance Control personnel will:**

- Upon request by Munitions Storage personnel, provide light-all support for upload/download munitions operations.

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